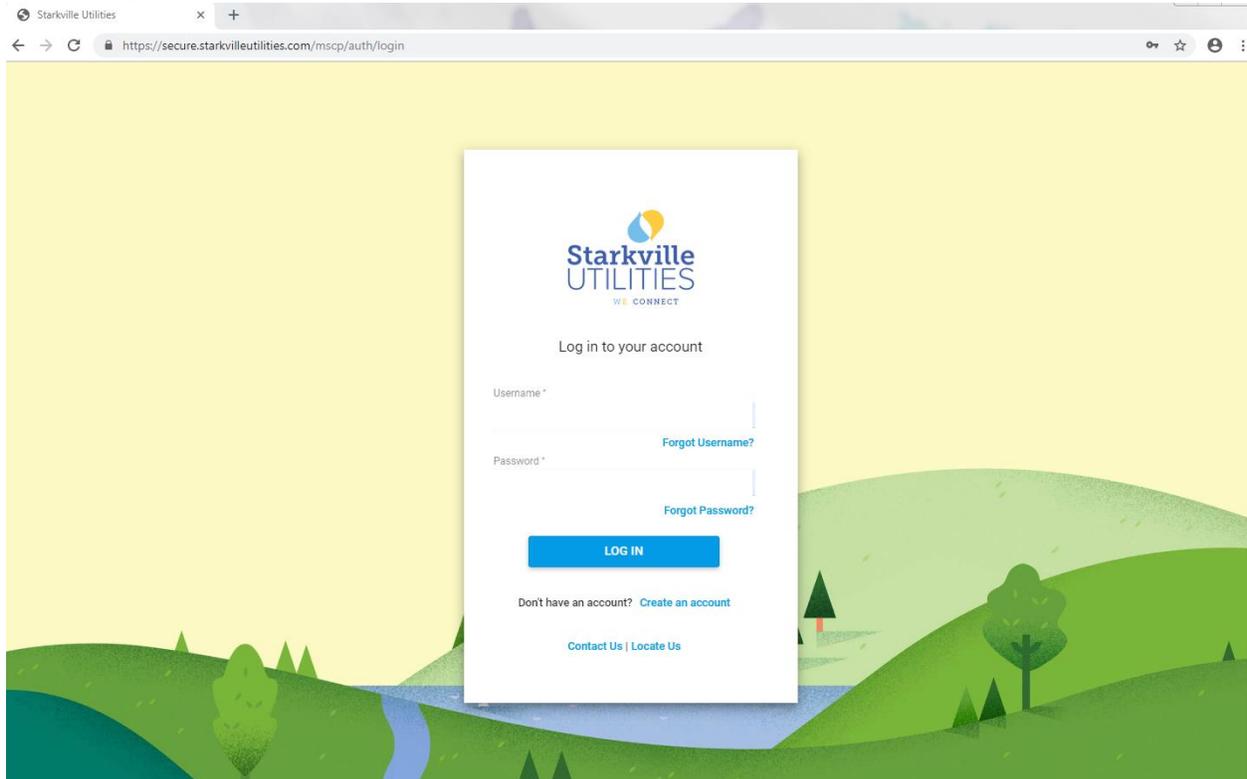
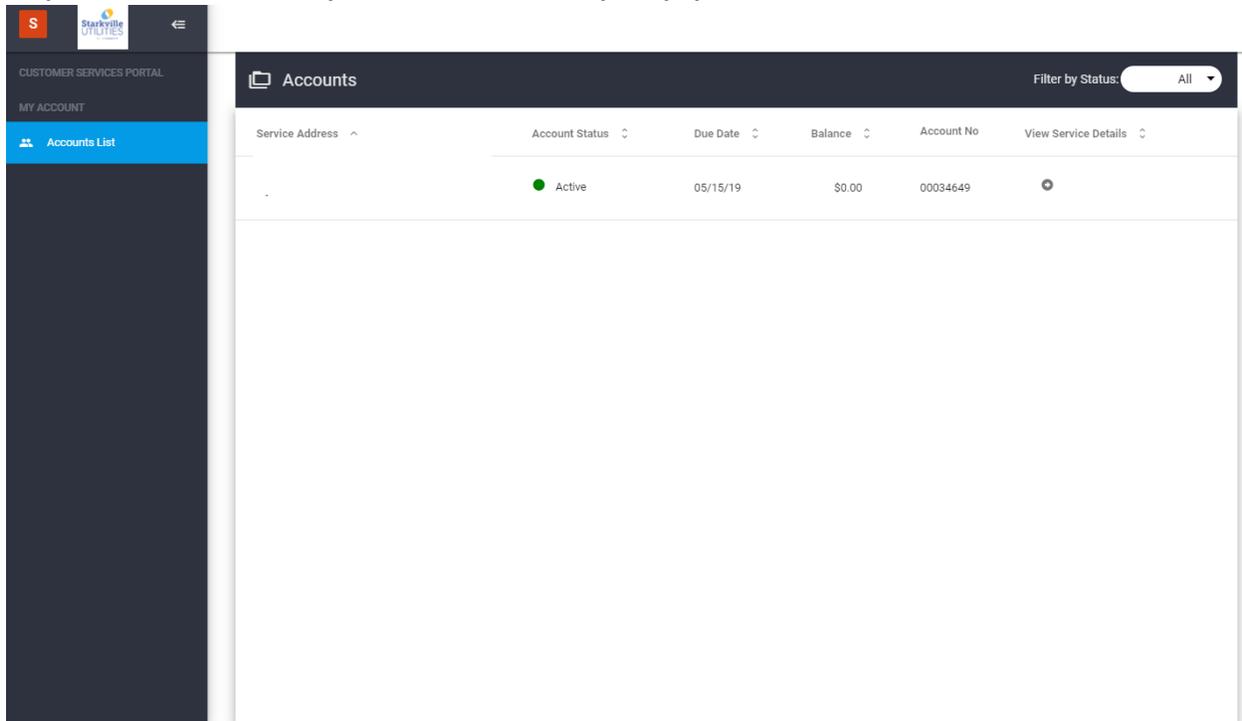


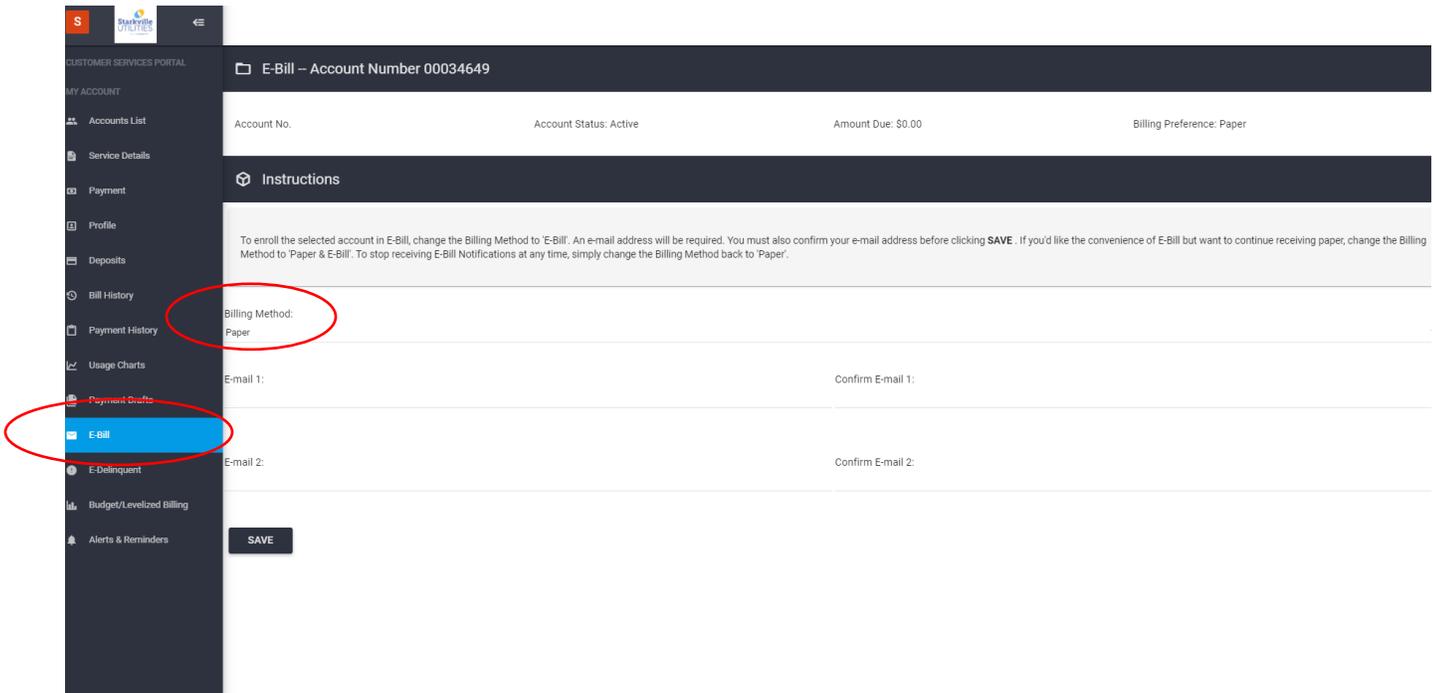
Step 1: Log into your customer portal



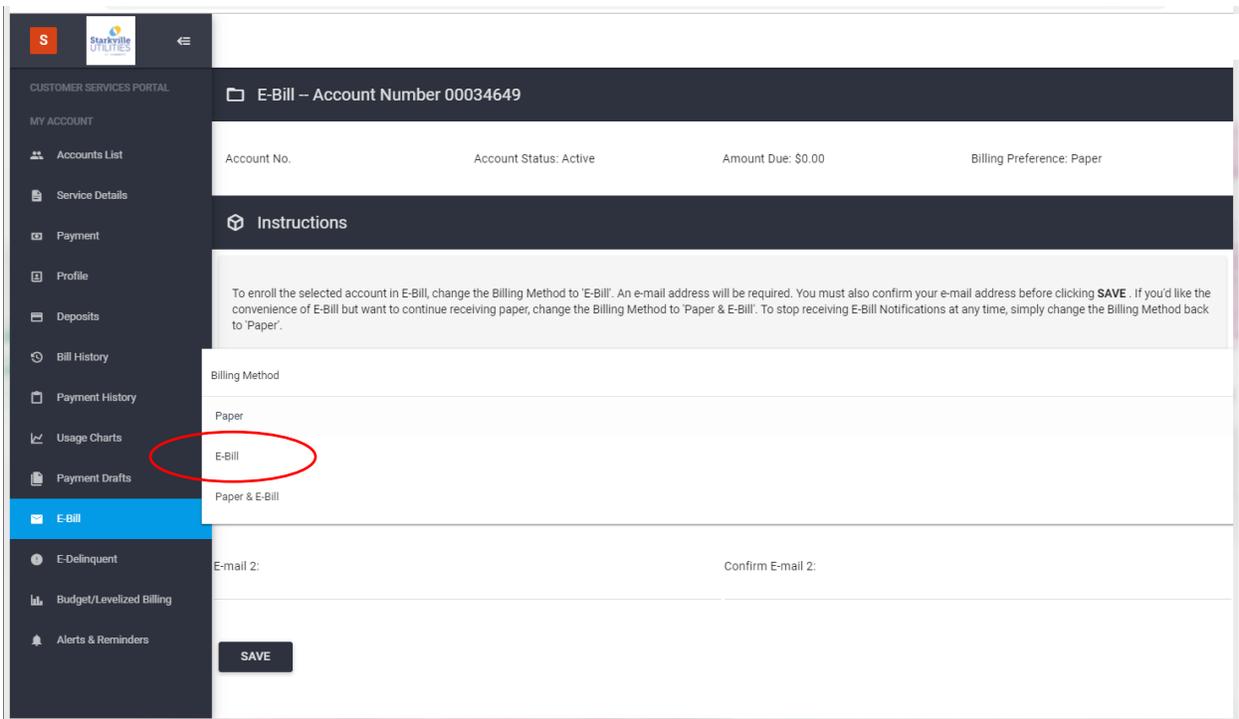
Step 2: Select the account you would like to set up for paperless



Step 3: Click on E-Bill and then click on Billing Method



Step 4: Three options will appear. To go paperless, click on E-Bill.



Step 5: Enter a valid email address and click SAVE.

Starkville Utilities

https://secure.starkvilleutilities.com/mscp/portal/e-bill/00034649

CUSTOMER SERVICES PORTAL

E-Bill – Account Number [REDACTED]

MY ACCOUNT

- Accounts List
- Service Details
- Payment
- Profile
- Deposits
- Bill History
- Payment History
- Usage Charts
- Payment Drafts
- E-Bill**
- E-Delinquent
- Budget/Levelized Billing
- Alerts & Reminders

Account No. 00034649 Account Status: Active Amount Due: \$0.00 Billing Preference: Paper

Instructions

To enroll the selected account in E-Bill, change the Billing Method to 'E-Bill'. An e-mail address will be required. You must also confirm your e-mail address before clicking **SAVE**. If you'd like the convenience of E-Bill but want to continue receiving paper, change the Billing Method to 'Paper & E-Bill'. To stop receiving E-Bill Notifications at any time, simply change the Billing Method back to 'Paper'.

Billing Method: E-Bill

E-mail 1: ABC123@YAHOO.COM Confirm E-mail 1: ABC123@YAHOO.COM

E-mail 2: Confirm E-mail 2:

SAVE

Step 6: Next you will need to click on E-Delinquent

Starkville Utilities

https://secure.starkvilleutilities.com/mscp/portal/e-delinquent/00034649

CUSTOMER SERVICES PORTAL

E-Delinquent – Account Number [REDACTED]

MY ACCOUNT

- Accounts List
- Service Details
- Payment
- Profile
- Deposits
- Bill History
- Payment History
- Usage Charts
- Payment Drafts
- E-Bill
- E-Delinquent**
- Budget/Levelized Billing
- Alerts & Reminders

Account No. Account Status: Active Amount Due: \$0.00 Delinquent Notice: Paper

Instructions

To enroll the selected account in E-Delinquent, change the Delinquent Method to 'E-Delinquent'. An e-mail address will be required. You must also confirm your e-mail address before clicking **SAVE**. If you'd like the convenience of E-Delinquent, but want to continue receiving paper notices, change the Delinquent Method to 'Paper & E-Delinquent'. To stop receiving E-Delinquent Notifications at any time, simply change the Delinquent Method back to 'Paper'.

Delinquent Method: Paper

E-mail 1: Confirm E-mail 1:

E-mail 2: Confirm E-mail 2:

SAVE

Step 7: Once the screen has changed, click on Delinquent Method

The screenshot shows the Starkville Utilities Customer Services Portal. The page title is "E-Delinquent – Account Number [REDACTED]". The account information is as follows:

Account No.	Account Status: Active	Amount Due: \$0.00	Delinquent Notice: Paper
Instructions			
To enroll the selected account in E-Delinquent, change the Delinquent Method to 'E-Delinquent'. An e-mail address will be required. You must also confirm your e-mail address before clicking SAVE . If you'd like the convenience of E-Delinquent, but want to continue receiving paper notices, change the Delinquent Method to 'Paper & E-Delinquent'. To stop receiving E-Delinquent Notifications at any time, simply change the Delinquent Method back to 'Paper'.			
Delinquent Method: Paper			
E-mail 1:		Confirm E-mail 1:	
E-mail 2:		Confirm E-mail 2:	
SAVE			

The "Delinquent Method" dropdown menu is highlighted with a red circle, showing the current selection is "Paper".

Step 8: Three Options will appear, Click on E-Delinquent.

The screenshot shows the Starkville Utilities Customer Services Portal. The page title is "E-Delinquent – Account Number [REDACTED]". The account information is as follows:

Account No.	Account Status: Active	Amount Due: \$0.00	Delinquent Notice: Paper
Instructions			
To enroll the selected account in E-Delinquent, change the Delinquent Method to 'E-Delinquent'. An e-mail address will be required. You must also confirm your e-mail address before clicking SAVE . If you'd like the convenience of E-Delinquent, but want to continue receiving paper notices, change the Delinquent Method to 'Paper & E-Delinquent'. To stop receiving E-Delinquent Notifications at any time, simply change the Delinquent Method back to 'Paper'.			
Delinquent Method			
Paper			
E-Delinquent			
Paper & E-Delinquent			
E-mail 2:		Confirm E-mail 2:	
SAVE			

The "Delinquent Method" dropdown menu is open, and the "E-Delinquent" option is highlighted with a red circle.

Step 9: Enter a valid email address and click SAVE

Stateville UTILITIES Hi, ehill

CUSTOMER SERVICES PORTAL

E-Delinquent – Account Number [REDACTED]

Account No: [REDACTED] Account Status: Active Amount Due: \$0.00 Delinquent Notice: Paper

Instructions

To enroll the selected account in E-Delinquent, change the Delinquent Method to 'E-Delinquent'. An e-mail address will be required. You must also confirm your e-mail address before clicking **SAVE**. If you'd like the convenience of E-Delinquent, but want to continue receiving paper notices, change the Delinquent Method to 'Paper & E-Delinquent'. To stop receiving E-Delinquent Notifications at any time, simply change the Delinquent Method back to 'Paper'.

Delinquent Method: E-Delinquent

E-mail 1: abc123@yahoo.com Confirm E-mail 1: abc123@yahoo.com

E-mail 2: Confirm E-mail 2:

SAVE

Alerts & Reminders